

**PUBLIC SPEAKING SYLLABUS**  
Communication Studies 110 (3 units)

Bldg.14-0205 (MWF 11:10)

**Instructor:** Sarah Howard  
**Recommended:** Eligibility for ENGL 100(Writing Development  
Or 400 Comp for Non-Native Speakers)  
**Office Phone:** N/A  
**Office Hours:** W 10-11am, and by appointment other days  
**Office:** 15-173  
**My Email:** howards@smccd.edu

**REQUIRED TEXTBOOK**

Jo Sprague & Douglas Stuart, **The Speaker's Handbook**, 10<sup>th</sup> edition

**COURSE DESCRIPTION**

Theory and techniques of public speaking in a democratic society. Discovery, development, and criticism of ideas in public discourse through research, reasoning, organization, extemporaneous delivery, and evaluation of various types of speaking including informative and persuasive speeches. Transfer credits to UC and CSU

**STUDENT LEARNING OUTCOMES**

Upon completion of the course, a student should be able to:

1. Write coherent speech outlines that demonstrate their ability to use organizational formants with a clear specific purpose.
2. Incorporate research, sound reasoning and evidence that support claims they make in their presentations of speeches and outlines.
3. Demonstrate that they are careful and critical thinkers both as speakers and listeners.
4. Adapt their presentations to the audience based on situational, demographics, and psychological audience analysis.
5. Explain their relationship and ethical responsibilities to others in the communication transaction.
6. Explain the basic principles of communication, and apply selected theories of rhetoric and/or communication.

## METHODS OF INSTRUCTION

Lectures	Communication exercises
Small and large group discussion	Communication lab activities
Audiovisual aids	
Analysis of student and public speeches	

## METHODS OF EVALUATING STUDENT PERFORMANCE

**Note:** All assignments must be complete to earn a grade in this course.

### Assignments

1. Speeches
  - a. Introduction Speech
  - b. Informative/Humorous
  - c. Impromptu
  - d. Persuasive Speech
  - e. Rebuttal
2. Written assignments
  - a. Speech outlines: Due the class before speeches begin. Late outlines receive no credit. The outline should clearly identify the goal of your speech and it should contain your purpose statement. All relevant bibliographic information must be included as part of the outline.
3. Critiques/Lab modules: TBD Hours  
COMM 110 has a TBA (To Be Arranged Hours) requirement that you must fulfill as part of your enrollment in this course. These TBA hours are not homework but are instructional activities designed to augment the lecture portion of the course. You are required to complete the activities shown below in Communication Studies Resource Center in 10-220, and you must document that you have attended 10-220 for **at least 50 minutes prior to census**. Be sure to log in and out of the Accudemia system every time you work on one of the activities in 10-220. The TBA requirement must be completed for the number of hours indicated in the schedule of Classes. The lab activities include videotaped rehearsals of speeches and presentations, self and peer critiques, job interview role-play, group meetings, research, and consultation with an instructor on lab modules.
4. Exams
  1. Midterm Exam: Test questions are from the textbook and lectures. The exam will be multiple choice and t/f.
  2. Final Exam: Test questions are from the textbook and lectures. The exam will be multiple choice and t/f.
5. Class Participation  
Students are expected to participate in all class activities such as group discussions and peer evaluations. You will be required to provide written feedback to your peers. Students will be randomly assigned to evaluate speeches during class.

## COURSE POLICIES

**Attendance:** For MWF classes you will be allowed **6** absences without penalty of being dropped. **Being late and leaving early is recorded as partial absences, 3 late or leave early equal one absence.**

**Late Speech:** Students are allowed to make up one late speech each semester in the Lab in 10-220 at 65% of the credit. There is a “Late Speech” folder with instructions under my name Sarah Howard in the Lab.

**Plagiarism and cheating:** Dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials is prohibited and may lead to appropriate disciplinary action. Plagiarism is defined as submitting work that is someone else’s as one’s own. Cheating refers to unauthorized help on an assignment, quiz, or examination. Please see Academic Policies in College of San Mateo Catalog for details, such as student responsibilities and sanctions.

**Respect:** It is important that each of us demonstrates respect for our peers. When others are speaking, you must give them your utmost respect. We may not always agree with each other’s interpretation of information, but such evaluations should be conducted in the spirit of critical inquiry. Hopefully the speeches will generate lively discussions. BUT, it is important that courtesy and respect for the opinions of others take precedence on this course.

### **Disability Accommodation Statement and Confidentiality:**

If you have a documented disability and need accommodations for this class, please see me as soon as possible or contact Disabled Students Programs & Services for assistance. The DSPPS office is located in Bldg. 10 First Floor. (650) 574-6438; TTY (650) 574-6230.

## GRADING SCALE

Speech 1:	Introduction/Elevator Speech	50 points
Speech 2:	Informative Speech	100 points
Speech 3:	Impromptu	100 points
Speech 4:	Persuasive Speech	150 points
Speech 5:	Rebuttal	100 points
Lab assignments:		100 points
Midterm Exam:		100 points
Final Exam:		100 points
	Total:	800 points

CSM uses a +/- system

A=720-800    B=640-719    C=560-639    D=480-559    F=below 480

**Introduction Speech:** a 5-minute maximum speech on an interesting fact about yourself; outline is not needed.

**Informative Speech:** a 5-6-minute research based educational speech with a minimum of 4 sources and a formal outline.

**Impromptu Speech:** 3 minutes to prep, 5 minute speech.

**Disrupted Persuasive Speech:** a 7-8 minute speech on a controversy that divides society, with a minimum of 6 sources and a formal outline.

**Rebuttal:** a 4-5 minute speech showing your disagreement to one of your classmate's arguments in his/her persuasive speech, with a minimum of 2 sources. Formal outline is not needed.

Note: Title IX

<sup>3</sup>The San Mateo County Community College District is committed to maintaining safe and caring college environments at Cañada College, College of San Mateo and Skyline College. The District has established policies and procedures regarding Sexual Misconduct, Harassment, and Assault. A District website has also been developed which provides you with important information about sexual misconduct and sexual assault.

<http://smccd.edu/titleix/2>

**Comm 110 2016 Fall Schedule MWF**

<b><u>Week</u></b>	<b><u>Topic</u></b>	<b><u>Reading</u></b>
1 (Aug 15)	Introduction and Comm Lab visit	
2 (Aug 22)	Understanding Speaking Listening Speaking Ethics Overcoming the Fear of Speaking	Chapters 1-4
3 (Aug 29)	<b>Introduction/elevator Speeches</b> <b>Introduction/elevator Speeches</b> <b>Census (Sept 2)</b> <b>ACAD Cutoff (Sept 5)</b>	
4 (Sept 5)	<b>Introduction/elevator Speeches</b> Topic Selection and Analysis Audience Analysis	Chapters 6 and 7
5 (Sept 12)	<b>Informative speech topics due</b> Research Transforming Ideas into Speech Points Organizing Points Supporting Materials	Chapters 8, 9, 10, & 15
6 (Sept 19)	Research/prep day (Sept 19) Outlining Connectives Introductions Conclusions <b>Informative Outline Due (Sept 23)</b>	Chapters 11, 12, 13, & 14
7 (Sept 26)	<b>Informative Speeches</b>	
8 (Oct 3)	<b>Informative Speeches</b>	
9 (Oct 10)	Reasoning Language and Style Persuasive Strategies Credibility Motivational Appeals	Chapters 16, 17, 19, 20, & 22
10 (Oct 17)	Midterm Review <b>Midterm exam (Oct 19)</b> Modes of Delivery Persuasive topics due	Chapter 23
11 (Oct 24)	<b>Impromptu Speeches</b>	
12 (Oct 31)	<b>Impromptu Speeches</b>	
13 (Nov 7)	Practice Sessions Vocal Delivery Answering Questions Research/prep day and <b>Persuasive Outlines</b> <b>Due (Nov 9)</b>	Chapters 24, 25, & 29
14 (Nov 14)	<b>Persuasive Speeches</b> <b>Last day to drop course Nov 16</b>	
15 (Nov 21)	<b>Persuasive Speeches</b>	
16 (Nov 28)	<b>Persuasive Speeches</b> <b>Rebuttal Speeches</b>	
17 (Dec 5)	<b>Rebuttal Speeches</b> <b>Final Exam review</b>	
18 (Dec 12)	<b>Final Exam</b> <b>(11:10am course- Dec 14 11:10am-1:40pm)</b>	